



## **Stock Clerk**

**Job Code: 0123**

Originated: 07/02

Salary Grade: 1218

FLSA: Non-Exempt

Revised: 08/06

EEO Code: 25

Supervisory: No

HR Ordinance Status: Classified

### **CLASS SUMMARY**

Receives goods and materials, quality check in-coming products, fills store requisitions, distributes goods throughout the City and provides clerical support for these activities.

### **DISTINGUISHING CHARACTERISTICS**

The Stock Clerk is distinguished from the Lead Stock Clerk by the latter's performance of lead responsibilities. This is not a supervisory job classification.

### **ESSENTIAL FUNCTIONS**

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Processes receiving/shipping items; loads and unloads boxes, crates and pallets, safely performing all physical tasks.
- Performs physical inventories assuring completeness and quality of records.
- Logs all items received. Processes appropriate paperwork and enters data in appropriate automated program. Inspects items for count and damage and then prepares for deliveries.
- Fills stores requisitions orders promptly.
- Maintains a clean and orderly warehouse and dock area.
- Makes daily deliveries driving pick-up or box van operating and auto lift or pull out ramp.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities**

##### **Knowledge of:**

Automated inventory and direct customer environment.

Inventory control, systems and procedures.

Basic receiving and distribution methods.

Principles and practices of safe motor vehicle operation and maintenance.

Traffic laws, ordinances and rules involved in motor vehicle operation.

Microsoft Windows Office products.

##### **Ability to:**

Inspect materials for compliance with specification.

Read, compose and comprehend simple instructions, short correspondence and memos.

Maintain a neat and orderly warehouse.

Follow oral and written instructions.

Comprehend and make inferences from written material and verbal and/or written instructions.

Work with numbers, type and perform a variety of clerical tasks relating to warehousing.

Provide thoughtful and thorough analysis.

Listen, communicate and work effectively with a diverse group of people.

Establish and maintain effective working relationships with City staff, vendors and the general public.

Complete required OSHA/Safety Training as required.

**Education and Experience:**

A high school diploma or GED equivalent and six months experience in warehouse or stores related activity.

**Licensing and Other Requirements:**

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

**SUPERVISION RECEIVED AND EXERCISED**

- Works under moderate supervision of the Purchasing Operations Manager in the Financial Services Department and within standard operating procedures.

**WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is performed in a normal City office environment and warehouse facility.
- Discern warning and safety alarms such as vehicle backup alarms.
- Lift and carry boxes, crates and stores supplies weighing up to 50 pounds.
- Operate warehouse equipment such as pallet jacks, a forklift and City vehicles requiring hand/eye coordination and vision and depth perception.
- Perform manual work that requires standing and walking/moving continuous periods of time, bending, stooping, reaching arms above head, climbing elevations.

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- Moderate exposure to dust, noise, inclement weather, temperature extremes and unpleasant odors.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Operate a motor vehicle and travel to/from various City locations.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*